



GOVERNOR'S EXECUTIVE ORDER N-29-20**
CORONAVIRUS COVID-19
AND SAN MATEO COUNTY HEALTH DIRECTIVE
FROM MARCH 17, 2020**

On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and recently extended on April 29, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, San Bruno City Hall is no longer open to the public for meetings of the Culture and Arts Commission.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email us at twallace@sanbruno.ca.gov. The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Culture and Arts Commission, posted on the City's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Culture and Arts Commission and filed with the agenda packet becoming part of the public record for that meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Tim Wallace, Community Services Superintendent, 48 hours prior to the meeting at (650) 616-7084 or by email at twallace@sanbruno.ca.gov. Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

**CULTURE AND ARTS COMMISSION
MEETING AGENDA
Thursday, August 20, 2020 • 6:30 p.m.**

WELCOME TO OUR COMMISSION MEETING

**Zoom Meeting Details:
Please click this URL to join.**

<https://sanbruno-ca-gov.zoom.us/j/91218021535?pwd=N3JBYSdKZEhaUUUzQ0Y2MIBKK1hhZz09>

Password: 529853

**Or join by phone:
US: +1 669 900 9128
Meeting ID: 912 1802 1535**

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1. **CALL TO ORDER/ROLL CALL:** Chair Melissa Rohlfs, Vice Chair Pamela Gamble, Jeanne George, Pamela Madden, Janet Monaghan, Judith Puccini, Melodie Tobin.
 2. **PLEDGE OF ALLEGIANCE:**
 3. **REVIEW OF AGENDA:**
 4. **ACCEPTANCE OF THE MINUTES:** May 21, 2020
 5. **CONSENT CALENDAR:**
 6. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
 7. **UNFINISHED BUSINESS:**
 - a. Review report on Library Art Gallery Refurbishment
 8. **NEW BUSINESS:**
 - a. Receive report on Traffic Signal Controllers Art Project
 9. **ITEMS FROM COMMISSION MEMBERS:**
 - a. The Society of West-Coast Artists Gallery on San Mateo Avenue is open until August 30 (Wednesday-Saturday 11am -3pm) with its annual show. Masks required. (Puccini)
 10. **ITEMS FROM STAFF:**
 - a. City Council Action on Memorial Recognition Sculpture (Oral)
 11. **ADJOURNMENT**

The next Regular Culture and Arts Commission Meeting will be held on Thursday, September 17, 2020 at 6:30 p.m.

**** POSTED PURSUANT TO LAW ****



MEETING MINUTES

Culture and Arts Commission May 21, 2020

1. **CALL TO ORDER/ROLL CALL:** **Chair Rohlfs** called the meeting of the Culture and Arts Commission to order at 4:02 p.m. Commissioners Present: Chair Rohlfs, Vice Chair Gamble, Jeanne George, Pamela Madden, Janet Monaghan, Judith Puccini, and Melodie Tobin. Staff Present: Joanne Magrini, Dan Venezia, and Tim Wallace.
2. **REVIEW OF AGENDA:** No changes.
3. **ACCEPTANCE OF MINUTES:** Minutes from February 20, 2020. **MSC Madden/George.** Accepted 7-0.
4. **CONSENT CALENDAR:** None.
5. **PUBLIC COMMENT:** None.
6. **UNFINISHED BUSINESS:** None.
7. **NEW BUSINESS:**
 - a. Recommend to City Council the expenditure of an Amount Not to Exceed \$43,372 from the City Art Fund to Relocate the Memorial Recognition Sculpture in City Park – **Superintendent Tim Wallace** explained that the sculpture needs to be relocated due to the construction of the new Recreation and Aquatic Center. It will remain in City Park and be moved near picnic area 8 and the tennis courts. **MSC George/Monaghan.** Accepted 7-0.
8. **ITEMS FROM COMMISSION MEMBERS:** None.
9. **ITEMS FROM STAFF:** None.
10. **ADJOURNMENT:** With no other business to be conducted, **Chair Rohlfs** adjourned the meeting at 4:26 p.m.



CITY OF SAN BRUNO
Community Services Department

DATE: August 20, 2020
TO: Culture and Arts Commission
FROM: Tim Wallace, Acting Community Services Director
SUBJECT: Integrated Art Gallery Hanging and Lighting System

BACKGROUND:

At the July 2019 Commission meeting Vice-Chair (now Chair) Rohlf brought forward an informal proposal to improve and expand the Library's Art Gallery space. Chair (now Vice-Chair) Gamble created a subcommittee consisting of Vice-Chair (now Chair) Rohlf and Commissioner Monaghan to further study the issue and bring forth a formal proposal.

The subcommittee presented a formal proposal at the November 2019 Commission meeting. The major facets of the proposal included the installation of track lighting, painting of the Library mezzanine façade and pillars, and expansion of the overall gallery space.

The Commission voted to move forward with a project cost estimate. Flowers Electric later provided staff an estimate of \$13,477 to install electrical and lighting to the gallery area. However, certain practical issues arose in staff discussions with Flowers such as the extreme height that would be required for the proposed lighting and how the lighting units could be accessed for maintenance and adjustment without specialized equipment.

DISCUSSION:

Staff researched other lighting options and determined that if this project moves forward, the best course would be to remove the existing eight year old gallery hanging system with an integrated gallery hanging and lighting system.

With an integrated hanging and lighting system, the lighting units are built to fit a specially sized rail for hanging. Each lighting unit would attach directly to the hanging system's rails. Each unit could easily be removed and reattached anywhere along the rail. The lighting units would also be fully adjustable to account for varying sizes and heights of art works.

The lighting units that come with an integrated hanging and lighting system are specifically designed for art installations. This means the lighting units are small and slim in design. They are intended to highlight art, rather than detract from it.

Staff contacted a firm that produces integrated hanging and lighting systems. The firm estimated the cost of an integrated system would be approximately \$2,600 - \$3,000. The services of an electrician would still need to be employed to extend electrical service to hanging system's rails in order to power the lights.

Because there would be a purchase of an entirely new hanging system, there will potentially be an increase in the cost estimate of the overall project. However, considering the practical issues regarding accessing lighting that is separate from the hanging system, staff recommends that if this project moves forward, it include the purchase of an integrated gallery hanging and lighting system.

FISCAL IMPACT:

None at this time, but potentially up to \$20,000.

ATTACHMENTS:

Photos of a sample integrated gallery hanging and lighting system.







CITY OF SAN BRUNO

Community Services Department

DATE: August 20, 2020
TO: Culture and Arts Commission
FROM: Tim Wallace, Acting Community Services Director
SUBJECT: Traffic Signal Controller Art Project Update

BACKGROUND:

The Commission has been endeavored over the past several years to add art to six traffic signal controller boxes. In 2017 the Commission approved converting art to vinyl wraps to be adhered to the boxes. In 2018 the Commission finalized the selection of artists for the project.

In January 2019 the Commission agreed to split the project into two phases. Phase one included only three City owned boxes, while phase two would include CalTrans owned boxes. Phase one was completed in September 2019 with the wrapping of three boxes.

At the Commission's September 2019 meeting, the Commission voted to abandon the CalTrans boxes and chose three City owned boxes to take their place. These boxes are located at Huntington Ave and San Mateo Ave, Sneath Lane and Seabiscuit Ave, and Sharp Park Road and Pacific Heights Blvd. Their themes are Patriotism, Mission Bells, and Education, respectively.

DISCUSSION:

Since September 2019 staff has been working with artists for the Patriotism, Mission Bells, and Education themed boxes. The three artists completed their works in May 2020. Since that time, the contractor has completed the process of converting the paintings into a digital format and creating the vinyl wraps that will fit the three boxes.

Having completed the wraps in late June, the contractor successfully installed the wraps on the three boxes on July 8 and 9, 2020.

With the completion of the installation of art on these three boxes, the Traffic Signal Controller Boxes Art Project is now complete. At a future Culture and Arts Commission meeting the Commission will determine if it desires to pursue art on other boxes, and if so, what process it wishes to pursue to complete additional boxes.

FISCAL IMPACT:

None.

ATTACHMENTS:

Photo of each completed box

Traffic Signal Controller Art Project
Theme: Patriotism



Traffic Signal Controller Art Project
Theme: Mission Bells



Traffic Signal Controller Art Project
Theme: Education

